Manage Recurring Investments.

Use of Feature

The Manage Recurring Investments action will allow you to create a scheduled recurring Investment from the DCA (Dollar Cost Averaging) portfolio to a strategy within an account. You can also modify and deleting an existing recurring investment.

If a DCA (Dollar Cost Average) portfolio does not exist on the account, this action will create one automatically.

Navigating to the Manage Recurring Investments action

You can access the Manage Recurring Investments action from the Client or Account levels from within the Actions drop down.

Overview Profile H	oldings• Activity• Documents Ac	tions •
	Transactions	Administration
	Disburse Cash	Manage Cash Events
	Create Trade Set	Modify Investment Assignment
	Initiate Rebalance	Modify Strategy Assignment
	Schedule Cash Receipt	Assign Fees
	Transfer Cash	Manage Statement
	Initiate Trade	Manage Recurring Investments
		Manage Forms

Action Help

To access **Action Help** on Manage Recurring Investments, select the "?" icon within the header bar of the action window. Here you will be presented with four options, including the most recent Action Guide, a guided tour of the action, Best Practice information, and a video walk-thru.



Cancel



Next 🕄

Sample

re 5.009

Enter Investment Details

Total Investment Amount - Enter the **total** amount to be invested into the previously selected portfolio.

Frequency & Date - Select the frequency and date the investment will occur.

Next Occurrence - The Next Occurrence will automatically calculate to the next available business date.

Choose Calculation Method - Choose whether you will have the investment calculate based on a Periodic Investment Amount or Term.

Periodic Investment Amount - Enter the amount of cash that will be invested each occurrence. The term will automatically calculate.

Or

Term - Enter the amount of time/term the cash will be invested over. The periodic investment amount will automatically calculate based on the Total Investment Amount, Frequency and Calculation Method.

anage Recurring Investments							
anage Investment	Enter Investment	Verify I	Detalls	3	View & Print C	onfirmation	0
Total Investment Amount	50,000.00		USD				
Frequency & Date	Monthly		12/21/2023		*		
Next Occurrence	Daily						
						1.000	
Choose Calculation Method	Periodic Investment Amount Periodic Investment Amount					USD	
	Term						
						Sam	nle
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Choose Calculation Method Term Invest Remaining Balance Choose Calculation Method	Periodic Investment Amount 25 months 2 Term	· ·	2.000.00	. 12	© Previ	Sam	nple ext ©
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Invest Remaining Balance - Allows you to invest any remaining residual cash balances during the last investment.

Verify Details

The **Verify Changes** screen will display the Investment details for your review and where you can confirm the changes you will be making for the client.

Previous - Select the **Previous** button to go back and make changes if needed.

Submit - Selecting the Submit button will advance you to the View & Print page

Inage Investment	Enter Investment Details	0	Verify Details 🗦	View & Print Confirmation	0
erify Changes					
Account	John A Investor TOD	I	1509240		
nvestments	SEI Strategy (Capital)	ï	Private Client Tax-Managed Equity		
Strategy Target Allocation SEI Private Cent Private Client Tax-Managed Equity	0		Domestic Equity 57.00% International Equity 42.00% Cash & Equivalents 1.00%		
Total Investment Amount	50,000.00 USD				
Frequency	Monthly				
Next Occurrence	22-Dec-2023				
Term	10 months				
Periodic Investment Amount	5,000.00 USD				
Invest Remaining Balance	Yes			Sampl	e

View & Print Confirmation

Print Confirmation - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Recurring Investments** unless they require an approval. If there are no approvals needed, the recurring investment will immediately update.

Manage Investment Profile (Modify Profile)

Select Workflow - When an account is set up with a recurring investment, you will have the option to modify the profile.

Manage Recurring Inves		?	— ×
Manage Investment Profile	Enter Investment Details	2 Verify Details	3 View & Print Confirmation 4
Select Workflow	Modify Profile	O Delete Profile	

Enter Investment Details

Portfolio Balance – Will display the available money market cash within the DCA portfolio.

Original Profile – Displays the original details of how the recurring investment was set up.

Replacement Profile – Allows you to modify the fields of the Investment details.

Enter Investment Details 0.00 USD	Veri	fy Details	0	View & Print Confirmation	0
0.00 USD			1	Print Confirmation	-
0.00 USD					
	Remainin	g Investment Bala	nce		
83,220.47 USD	Remaini	ng Investment Am	ount	73,220.47 USD	
Weekly	Remaini	ng Occurrences		29	
2,500.00 USD					
34 weeks					
Yes					
73,220.47		USD			
Weekly	٣	06/14/2023		m	
14-Jun-2023				_	
Periodic Investment	Amount 🔻	2,500		USD	
30 weeks					
				Samp	le
	83,220.47 USD Weekly 2,500.00 USD 34 weeks Yes 73,220.47 Weekly 14-Jun-2023 Periodic Investment 30 weeks	83,220.47 USD Remaini Weekly Remaini 2,500.00 USD 34 weeks Yes 73,220.47 73,220.47 Weekly * 14-Jun-2023 Periodic Investment Amount * 30 weeks	83,220,47 USD Remaining Investment Am Weekly Remaining Occurrences 2,500,00 USD 34 weeks Yes 73,220,47 USD 73,220,47 USD 73,220,47 USD 74,42023 14-Jun-2023 Periodic Investment Amount * 2,500 30 weeks	83,220.47 USD Remaining Investment Amount Weekly Remaining Occurrences 2,500,00 USD 34 34 weeks. Yes 73,220.47 USD Weekly © 06/14/2023 14-Jun-2023 2,500 Periodic Investment Amount * 30 weeks 2,500	83,220.47 USD Remaining Investment Amount 73,220.47 USD Weekly Remaining Occurrences 29 2,500,00 USD 34 34 34 weekls Yes 73,220.47 USD 73,220.47 USD 06/14/2023 14 Weekly 06/14/2023 14-Jun-2023 30 weekls ISS USD

Verify Details

The Verify Changes screen will display the current profile, the replacement profile and confirm the changes you will be making for the client.

Previous - Select the **Previous** button to go back and make changes if needed.

Submit - Selecting the Submit button will advance you to the View & Print.

		?	
Manage Investment Profile	Enter Investment Details	🔗 Verify Details	View & 4 Print Confirmation
Verify Changes			
Current Profile		Replacement Profile	
Client		Client	
Account		Account	
Investments		Investments	
Strategy Target Alloc	ation	Strategy Target Allo	ocation
Remaining Investmen	nt Amount	Total Investment Ar	nount
Frequency		Frequency	
Cancel			O Previous Submit O

View & Print Confirmation

Print Confirmation - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Recurring Investments** unless they require an approval. If there are no approvals needed, the recurring investment will immediately update.

Manage Investment Profile (Delete Profile)

Select Workflow - When an account is set up with a recurring investment, you will have the option to delete the profile.

Manage Recurring Investments	?		- x
Manage Investment Profile	Verify Changes	2 View & Print Confirmation	8
Select Workflow	O Modify Profile	Delete Profile	*

Verify Changes

The Verify Changes screen will display a message confirming that you would like to delete the Investment Profile.

Message - A warning message will display stating "Clicking submit will permanently delete the Investment Profile."

Previous - Select the Previous button to go back and make changes if needed.

Submit - Selecting the Submit button will advance you to the View & Print.

Manage Recurring Investmen	ıs 🥐		— ×
Manage Investment Profile	Verify Changes	View & Print Confirmation	8
Verify Changes			A
Clicking submit v	vill permanently delete the Investme	ent Profile.	

View & Print Confirmation

Print Confirmation - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Recurring Investments** unless they require an approval. If there are no approvals needed, the recurring investment will immediately update.